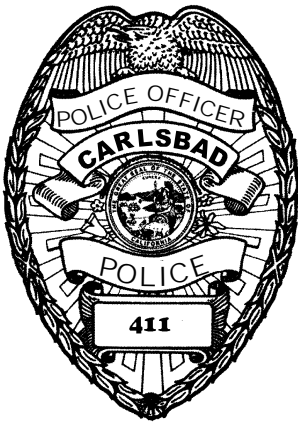




Starting Neighborhood Watch

Working together to reduce your risk of residential crime

What is Neighborhood Watch?



1. Neighborhood Watch is a police department facilitated **community action and problem-solving program**.
2. Neighborhood Watch encourages **community collaboration** as a way to maintain a healthy and vibrant neighborhood; an element shown by research to significantly reduce your risk for residential crime.
3. Through collaboration neighbors develop a plan to communicate and tackle issues like crime and suspicious activity.
4. Neighborhood Watch is **not a guard duty**.
5. Neighborhood Watch teaches neighbors to look at their community in a new way - **understanding what is normal and identifying what is suspicious**. Neighborhood Watch then teaches neighbors what resources to use and when to use them.
6. Through Neighborhood Watch you will learn:
 - a. About your neighbors;
 - b. About the Carlsbad Police Department;
 - c. About crime and police activity in your specific area;
 - d. How to effectively communicate with neighbors;
 - e. How to call the police and what to say;
 - f. How to resolve the neighborhood issues that specifically concern you.

Getting Started...



1. What **area** are you trying to organize?
 - a. Your specific area (street or block)?
 - b. Your homeowner's association?
2. If you choose just your area (a):
 - a. Look at a map and count out a group of 12-20 homes that surround you. This is called a "**Neighborhood Watch Block**," and is a reasonably managed group of people.
3. If you choose your Homeowners' Association (HOA) (b):
 - a. Look at a map and divide the area into groups of 12-20 homes, reasonably managed groups of people.
 - b. The individual groups (12-20 homes) will be called **Neighborhood Watch Blocks**. The whole grouping of Neighborhood Watch Blocks will be called a **Neighborhood Watch District**.
4. Now you need **volunteers**.
 - a. You need one (1) person per Neighborhood Watch Block (group of 12-20 homes) to be the **Block Captain**.
 - b. A Neighborhood Watch Block Captain is the spokes person for the block.
 - c. It is not a great investment of time, just a leadership role.
 - d. The Block Captain leads the activities of the group.
 - e. The Block Captain acts as the block's liaison to the Police Department.



Each **Block Captain takes over** from this point.

Block Captains...



1. Contact Carlsbad Police Department's Crime Prevention unit and get the "**Neighborhood Watch Needs Assessment Survey.**"
 - a. Call 760-931-2105 or email jodee.sasway@carlsbadca.gov.
 - b. The Needs Assessment Survey is used to personalize and facilitate your first Neighborhood Watch meeting.
 - c. Information on the survey is analyzed and used to gather resource information and educational materials.
2. Introduce yourself to your block.
 - a. **Personally speak** to the residents in your block of 12-20 homes.
 - b. Use the first page of this guide to share the goal of the Neighborhood Watch Program with your neighbors.
 - c. Let them know that participation does not require a great deal of their time; it is about getting to know each other and neighborhood collaboration.
 - d. Give each resident a "**Needs assessment Survey.**"
 - i. Let the neighbor know the purpose of the survey.
 - ii. Let the neighbor know this is their opportunity to be heard.
 - e. Arrange for the **collection of the survey.**
 - i. It is best if neighbors can be anonymous when completing the survey.
 - ii. Do not use mailboxes as it is against federal law.
 - f. Ask your neighbors what day would be best for a Neighborhood Watch Meeting.
 - i. Meetings are **Tuesday, Wednesday, or Thursday** evenings at **6:30pm.**
3. Arrange for your first Neighborhood Watch meeting when you have the **majority of the surveys returned.**
 - a. Contact the Crime Prevention Unit to schedule your first Neighborhood Watch Meeting at 760-931-2105 or email jodee.sasway@carlsbadca.gov.
 - b. About 3 weeks advanced notice is needed.
 - c. Meetings last between 1½ hours to 2 hours, depending on participation.

- d. Meetings are generally held in the Block Captain's home.
 - i. It is good to keep the meeting within the neighborhood as Neighborhood Watch is all about your specific neighborhood.
 - e. Inside is usually better for lighting, sound and temperature.
 - f. **Crime and police activity are not appropriate subjects for children;** children should not attend the meeting.
4. Mail the Neighborhood Watch Needs Assessment surveys to the Crime Prevention Unit at:
- Carlsbad Police Department
Jodee Sasway, CPS
2560 Orion Way
Carlsbad CA 92010
5. Distribute the invitation.
- a. The Crime Prevention Unit will email you a **personalized invitation** for your meeting.
 - b. Share the invitation with your Neighborhood Watch Block.
 - i. Have them mark their calendars now.
 - ii. Send a reminder the day or so before the meeting.

Preparing for Your Neighborhood Watch Meeting...



1. Generate a **map** of your Neighborhood Watch Block:
 - a. Show the street and all the houses on your block.
 - b. This will give neighbors a visual image and a quick reference.
 - c. Put the name neighbor's name, address and phone number on each house.
 - d. Make copies to distribute to each neighbor at the meeting.
2. Consider offering **simple refreshments** such as cookies and coffee:
 - a. Allow neighbors to help you.
 - b. Ask for volunteers to do some of these tasks.
 - c. If you want to be more elaborate, have a potluck before the meeting.
 - d. Please, **no alcohol** until after the meeting.
3. Provide and distribute **nametags**:
 - a. Remember you want your neighbors to get to know each other.
 - b. Have your neighbors **write their name and street number** on the tag.
4. Assign tasks:
 - a. Have someone take attendance.
 - b. Have someone take notes.

After your Neighborhood Watch Meeting...



1. Print and distribute the **minutes and educational materials** collected at the first meeting.
 - a. Distribute information even to those who could not attend.
 - b. Give copies of the educational materials even to those who do not wish to be part of Neighborhood Watch so they can still have the prevention information.
2. Assign the task of gathering **important neighborhood information**.
 - a. Remember this information helps you and your neighbors establish what is normal so you can take action when something is suspicious. It also gives you valuable resources to help your neighbors when necessary.
 - b. Examples are: work schedules, work phone number, contracted services (gardeners, nannies, and housekeepers), vehicle information and vacations.
3. Develop a formal plan for **neighborhood communication**. Methods for enhancing communication are: newsletters, regular social gatherings, telephone trees and email trees.
5. Follow- through with the **action plan** developed at the first meeting. Assign tasks to get the ball rolling. Set a time to check-in to see how the tasks are developing toward the neighborhood goal. Regularly let the entire group know about the plan's progress.
5. Keep in touch with the **Crime Prevention Specialist**. If you need resources, clarification or other help, do not forget to call or email.
 - a. You should receive a newsletter from the Police Department at least four times a year.
 - b. You will receive email alerts when usual crime trends occur in your area or call 760-931-2201 for regular information.
 - c. It is the Block Captain's responsibility to distribute newsletters and other information sent from the police department.

Thank you for taking part in this valuable program.